

# Centerville Junior High School

STUDENT PLANNER  
2018/2019



*“Envision,  
Believe,  
Achieve”*

# Centerville Junior High School

625 South Main Street

Centerville, UT 84014

[www.davis.k12.ut.us/406](http://www.davis.k12.ut.us/406)

Main Office (801) 402-6100

Counseling Center (801) 402-6125

Curtis Stromberg, Principal

Cheryl May, Assistant Principal

John Downing, Assistant Principal

Irene Lysenko, Counselor (A-H)

Lori Butler, Counselor (I-M)

David Plant, Counselor (N-Z)

## **Mission Statement**

In cooperation with families and community, it is the goal of Centerville Junior High to equip students with the knowledge and skills to be PRODUCTIVE, ACCOUNTABLE, and RESPONSIBLE citizens in an ever-changing world.

"CJH is on P.A.R."

# CENTERVILLE JUNIOR HIGH SCHOOL 2018-2019

## ACADEMIC REQUIREMENT

To help each student be organized, we ask that they bring an organizer, pen or pencil, paper and a reading book to school each day. Every class is required to have a course disclosure that will provide important information regarding rules, grading practices, required materials, fees, etc. Disclosures are also available on each teacher's website which can be located at: <http://www.davis.k12.ut.us/Domain/5953>

## ACCIDENTS/ILLNESSES

Accidents and illnesses are to be reported immediately to the office so that we can attend to the student and get the assistance necessary. Parents will be notified. All students are required to have a student information card on file.

## ADVERTISEMENTS & FLYERS

Davis School District requires all advertisements and flyers be distributed through Peach Jar, an on-line program. No paper advertisements or flyers will be given out at the school. If you would like a flyer posted through Peach Jar, please contact Tiffani Griffeth at (801) 402-5299.

## ASSEMBLIES

Assemblies are planned for the educational value and entertainment of our students. Courteous and cooperative behavior is expected. If a student is asked to leave an assembly due to poor behavior, school consequences will be enforced. The student may potentially forfeit attendance at future assemblies as dictated by the school administration.

## ATHLETICS

Athletics are available to all students and require a **physical examination, insurance coverage and parent signature** before participation is permitted. Eligibility requirements are covered under "Eligibility." Fees are assessed for each sport and must be paid the first week of practice.

## ATTENDANCE

Attendance is an important part of your student's education experience at CJH. Students are to be in attendance unless they are excused due to illness, injury or extenuating circumstances.

Check in: All students who enter the school after the tardy bell must check in at the main office. A student must bring a note from home or a parent must sign them in.

Check out: All students who leave during the day must inform their teacher and present a note to the main office. Parents are welcome to come to the office and check out their student. A parent must be present before the student will be excused from class. For the safety of your child, we **do not** allow students to be checked out over the phone.

Clearing absences: You may use one of the following options to clear your student's absence:

1. Send a note with your student upon his/her return to school.
2. Send an email to [cjhattendance@dsgmail.net](mailto:cjhattendance@dsgmail.net).
3. Send a fax to (801) 402-6101.

Absences must be cleared within five days of returning to school or a truancy citation may be issued.

Upon the fifth unexcused absence in a class, the student may receive a "U" in citizenship.

A student is considered absent if he/she misses more than 20 minutes of a class.

Extended absences: Students who will be missing three or more consecutive days of school must fill out a "**Pre-approval for Extended Absences**" form before they leave. They are available on the CJH web site or in the main office. Students will have the teachers complete the form, then bring it to the office where a copy will be given to them.

Closed campus: Students are not allowed to leave the school grounds during the school day without parental consent and clearance from the office. Students are not to leave school for lunch unless they are accompanied by their parent and there is sufficient time to return to school without being tardy to class. Students may go home for lunch with written parental permission, which will be kept on file in the office. Students are not permitted to go to another student's home or to businesses in the community for lunch.

**Tardies:** Tardiness is disruptive to the orderly running of our school. Students who are excessively tardy will receive reduced citizenship grades and will be subject to school discipline. Students are not to be in the hall when the tardy bell rings. Infractions of this rule will be administered as follows:

- 1<sup>st</sup> tardy: No change in citizenship grade
- 2<sup>nd</sup> tardy: May receive a "S" or "G" in Citizenship grade
- 3<sup>rd</sup> tardy: May receive an "N" in Citizenship grade and guardian contacted by e-mail
- 4<sup>th</sup> tardy: May receive a "U" in Citizenship and referred to the office
- 5<sup>th</sup> tardy: May receive 1 day of Lunch Detention
- 6<sup>th</sup> tardy: May receive multiple days of Lunch Detention

**Truancies:** A truancy citation may be issued for the following reasons:

1. Any time a student is unaccounted for in class or in an unauthorized area of the school.
2. Being out of class without permission.
3. Being 10 minutes late to class without a valid reason.
4. Using a hall pass for more than 10 minutes.
5. Leaving campus without authorized permission.
6. A pattern of unexcused absences.

A truancy citation carries with it a fine from \$10 to \$25. Parents will be notified via phone call or e-mail. An administrative "U" may be issued for the first truancy and a "U" in each class affected by subsequent truancies.

### **BACKPACKS**

For safety and health reasons, backpacks, bags, large purses and any other satchels (briefcases, gym bags, boxes, etc.) are to be kept in lockers during school hours. Backpacks and satchels are to be used only to transport materials to/from school and to transport needed items to/from gym class.

### **BUSES**

According to Davis School District regulations, buses are for students who live **two or more miles from the school**. Bus eligibility – to find out if a student is eligible to ride the bus, please log onto the student's myDSD account. Go to the "Report Tools" tab and select the "Transportation" tab.

**Riding a bus is a privilege.** The driver is in charge and must have full cooperation from all students. Disorderly behavior will result in withdrawal of bus privileges. Specific regulations are stated in the Transportation Safety Pamphlet. Repeated failure to observe rules will result in a referral to the administration and possible loss of bus use.

1. A bus pass may be issued to those students who are qualified to ride the bus (2 mile requirement). Students should carry the pass with them. There will be periodic checks to help maintain the correct number of students riding the bus.
2. Students should be off the pavement as the bus approaches.
3. Students should enter the bus in an orderly manner and be seated. They should not be standing while the bus is in motion.
4. Students should not place objects or body parts out the windows of the bus and may not exit out the emergency door. Such action will result in automatic bus suspension.
5. No horseplay or harassment is allowed. Students shall be courteous to driver and fellow passengers.
6. Eating and drinking on the bus is not allowed.
7. Littering and vandalism is not allowed.
8. For everyone's safety, no item shall be carried on the bus which could create a hazard to any passenger or driver.
9. Students who refuse to obey directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.

**SEVERE CLAUSE:** In the case of disorderly conduct, assault, arson, or other endangering behavior, the driver will stop while the Transportation Center Dispatch calls the parents and asks them to meet the bus and take the student home. If they are unavailable or unwilling to come, then the local police will be called to take the student off the bus. If there are any problems that threaten the immediate safety of students on the bus, the individual student involved will be suspended from the bus.

### **CAFETERIA**

All food purchased in the cafeteria must be consumed in the cafeteria or outside the school. The following behaviors are prohibited in the cafeteria:

- Running to get in line
- “Cutting” in line or saving a place for others
- Throwing anything
- Leaving trash, trays or food on the tables

Inappropriate behavior in the lunchroom will not be tolerated and violators will be referred to the office and may lose lunchroom privileges and/or help clean up. All areas, including “E” hall (in and out of the building) north of the blue carpet are off limits to food and drinks. Dock areas are off limits due to safety concerns and deliveries. All food, pop and candy must be kept inside the cafeteria. **Students are expected to leave books and binders in their locker during lunch.** Students may obtain a school lunch by bringing money daily or by depositing money in their lunch account in advance. Money not used during the year will be carried over in the student’s account for the following year. Checks for lunches should be made out to Student Nutrition Services. The Charger Store is open Monday, Wednesday and Friday during lunch.

### **CANDY AND BEVERAGE MACHINES**

Vending machines are for your convenience and are in the cafeteria and the Blue. Food, candy or beverages may be consumed in the cafeteria or outside of our school building. **Use of the vending machines is at the student’s own risk and there will be no refunds.** The main office cannot make change for the vending machines.

### **CITIZENSHIP**

In compliance with state law, students are to attend school unless there is a personal illness, family emergency or funeral. All other absences are unexcused. **Whenever absences exceed four days in a given term, citizenship, as well as academic credit, may be affected.** Failure to earn the required high school citizenship credit will result in withholding the graduation certificate until the citizenship credit has been made up. “H” (Honors), “G” (Good), “S” (Satisfactory), or “N” (Needs improvement) grades are used to earn citizenship credit. “U” (Unsatisfactory) grades will result in loss of citizenship or participation privileges.

**Unsatisfactory citizenship grade:** An unsatisfactory citizenship grade (“U”) may result from any of the following or combination of the following:

1. **Attendance:** A “U” citizenship grade may result from five or more unexcused absences per term. School excused absences for school-sponsored activities are not counted. A student is considered absent if he/she misses more than 20 minutes of a class. An administrative “U” may be given for the first truancy. On the second or succeeding truanies, teachers may give an additional “U”.
2. **Behavior:** Behavior in the classroom should be appropriate and consistent with each teacher’s expectations as listed in the class course disclosure statement. Centerville Junior High adheres to the Safe School Policy of the Davis School District. An uncorrected series of negative behaviors or one serious incident of negative behavior may result in a “U”.
3. **Tardiness:** Four (4) or more tardies per term per class may result in a “U” (See Attendance Policy)

A student who has lost citizenship credit and feels there are extenuating circumstances may request a hearing by the Standards Committee by submitting a request for a hearing in writing to the principal. **The request must be made within two weeks following the term in which the “U” was earned.** All efforts should be made prior to the end of the term to avoid the “U” and loss of citizenship credit.

**Citizenship Make-up credit to clear a “U”:** Citizenship make-up credit is available through approved Davis School District Community School classes, pre-approved community service programs, or special alternative programs, i.e., completing a four-hour community service/work project. This must be pre-approved by the administration. Fee is \$5. **Note: For each four-hour work project completed, citizenship credit for one “U” will be restored. A “U” being made up for eligibility purposes must be made up within seven days of grades being posted at the end of a term. “U”s being made up will have citizenship credit restored but the “U” will remain on the student’s permanent transcript.**

### **CLOSED HALLS**

All classroom halls are closed during lunch. Students should be in the cafeteria, the Blue or outside in front of the school during lunch.

### **COMPUTER ACCEPTABLE USE POLICY**

Students and staff must sign an “Acceptable Use Agreement” to have access to the technology in our building. The “Acceptable Use Agreement” form is on the school website. Computers are available for student use in the Media

Center, classrooms and the computer lab. Information that is saved on the computers is protected by individual passwords. Violation of the computer “Acceptable Use Agreement” will be reviewed by the Technology Committee and consequences imposed.

### **CREDIT RECOVERY**

Credit recovery classes are offered for all core classes. Credit recovery support classes are offered through our Charger Academy Program if a sufficient number of students sign-up. The cost is \$45.00 per student per make-up credit. Charger Academy uses a “Competency Based Model” which allows students to recover multiple credits at their own pace. Centerville Junior High School is committed to multiple pathways to credit recovery. If your student is struggling to generate school credit toward graduation, please meet with a school counselor or administrator to consider options for credit recovery.

### **DANCES**

School dances are provided to students for their entertainment and social development. Dances are held at designated times according to the school calendar and sponsored by our CJH Student Body Officers. Only students that currently attend CJH may participate in school dances. Students are expected to behave courteously and responsibly. No inappropriate behavior or anything that endangers the safety of others will be allowed. School dress code will be enforced.

### **DISCIPLINE POLICY**

The discipline policy is established to help all students achieve self-discipline. It is therefore expected that rules shall be clear and the consequences immediate. An important part of the discipline process is the issuing of an apology for inappropriate behavior in a teacher’s classroom. Administrators will facilitate reconciliation between teacher and student in a timely fashion. Students will be dealt with on an individual basis and consequences will be based on the severity of the offense. Chronic offenders will be treated with more severity. In school management, the first line of discipline is the teacher. This systematic approach to less-than-crisis situations shall be documented as follows:

1. School rules are given to students by way of a handbook and class rules are posted in the classroom.
2. A teacher/student conference is held.
3. Parent or guardian contact is made.
4. School counselor is involved. (Optional)
5. Student is referred to the Principal or Assistant Principal.

#### **Procedures for Students Who are Sent to the Office**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | verbal warning/ apology to the classroom teacher.   |
| 2 <sup>nd</sup> offense | loss of lunch time (opportunity to eat will be given, but no socializing with peers; student must stay in ISS room for lunch period). |
| 3 <sup>rd</sup> offense | in school suspension.   |
| 4 <sup>th</sup> offense | student may be suspended from school.   |
1. These consequences are issued by administration and can be adjusted at their discretion.
  2. Consequences may be intensified for behavior reported by a substitute.
  3. Students who continue to be referred to the office may be prohibited from participating in school activities, including dances, athletics, etc.
  4. Safe School violations will be dealt with according to district policy.

In School Suspension (ISS) is a supervised program outside of the classroom to correct student’s misbehavior. All course work is provided in an “independent study” format so that students are still learning while missing class. Completion of ISS is determined by behavior, attitude, and completion of work. Work not completed or behavior not satisfactorily corrected may constitute another day in ISS. Continued inappropriate behavior/attitude may result in an additional out of school suspension for a predetermined amount of time.

**Note: Any ninth grader, who exhibits extreme discipline infractions in the fourth term will forfeit 9<sup>th</sup> grade dance privileges and may lose citizenship credit.**

### **DRESS STANDARDS**

The school dress policy is designed to reinforce the importance of professional dress and to avoid distractions in the classroom. We recognize that dress and grooming affect the behavior of students and that there are sanitation and safety

factors directly related to proper dress and grooming. School administrators, teachers, and parents need clear dress and grooming guidelines so that rules of dress and discipline can be enforced consistently. Teachers reserve the right to determine what is considered distracting to the learning environment and to refer the students to the office. In keeping with these policies, Centerville Junior High has adopted the following expectations for dress and grooming:

Hair

1. Extreme or disruptive hair colors and styles are prohibited.

Shorts, Skirts, Dresses

1. Shorts, skirts, and dresses should not expose skin more than three inches above the kneecap.
2. Underclothing must be covered at all times.

Shirts, Blouses

1. Tank tops are not allowed.
2. Clothing that is low-cut or exposes the midriff is prohibited.
3. Sheer or lace tops must be worn with an opaque shirt underneath and undergarments must be covered.

Shoes

1. Foot apparel must be worn at all times.

Accessories

1. Headgear, including hats, sunglasses and bandanas are not permitted.
2. Body piercing, other than ears is prohibited.
3. Exaggerated cosmetics, body paint, face tattoos and body writing are unacceptable.

School Appropriate Clothing

1. Clothing that advertises a substance a student cannot legally possess or use or which displays obscene or suggestive words or pictures is prohibited.
2. Apparel or paraphernalia that is recognized as gang related is unacceptable.

**If clarification of the dress policy is necessary, please contact an administrator.**

**Note: Students not complying with the district/school dress code will be dealt with accordingly:**

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|-------------------------|---|
| 1 <sup>st</sup> offense | Parent notified and alternate clothing will be brought from home.<br>Student Conference with administrator. |
| 2 <sup>nd</sup> offense | Parent notified and alternate clothing will be brought from home.<br>ISS lunch will be issued.              |
| 3 <sup>rd</sup> offense | Parent notified and alternate clothing will be brought from home.<br>Parent meeting is required.            |

**DROP OFF STATION**

You are welcome to drop off items for your student in the main office. Please label the item and text the student to notify them to pick it up between classes or at lunch. The office staff is not responsible for unclaimed items.

**ELIGIBILITY**

District and school standards for student participation in the following extra-curricular activities are as follows:

**Student Government Eligibility:**

Any student seeking office must have maintained a minimum GPA of 3.0 in each of the three terms preceding elections. Candidates must not have received any F's or U's during the previous three terms. Appointed officers must meet the same requirements. An N citizenship grade may have an adverse effect on the applicant's score.

Determination of academic and citizenship eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility.

**While in office:**

1. During their term of office, Officers will need to maintain the following: 3.0 GPA with no F's, no U's and/or no more than one (1) N on a term's grades or they will be dismissed from office.
2. An "F" or a GPA below a 3.0 in any term will immediately place the student on probation. If at the end of the next grading period (term) the grade does not come up, the student will be removed from office.
3. Two probations, gross misconduct, disregard for school policies or an administrative "U" will result in immediate removal from office.

4. Mid-term progress reports DO NOT apply to eligibility, but will assist in preventing any potential problems.

### **Cheerleading Eligibility:**

Any student who seeks to be a cheerleader must have maintained a minimum GPA of 3.0 with no F's and no U's in each of the three terms preceding elections or tryouts. An N citizenship grade may have an adverse effect on the applicant's score. Once selected, cheerleaders may not receive any F or U, and must maintain a GPA of 3.0 during each term of office.

Determination of academic and citizenship eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility.

### **While participating as a cheerleader:**

1. Cheerleaders will need to maintain the following: 3.0 GPA with no F's, no U's and/or no more than one (1) N on a term's grades.
2. An F or a U on a term's final posting will immediately dismiss a student from cheerleading activities.
3. If GPA or citizenship requirements are not met, cheerleaders will be placed on a term probation and may not participate or represent CJH at extracurricular activities as a cheerleader during that time. They, however, will continue to fully participate in all practices. One probationary period is allowed in each school year.
4. Once on probation, the cheerleader has one (1) term to meet the academic and/or citizenship requirements. If he/she fails to do so, he/she will be removed from the squad and will not be allowed to represent CJH as a cheerleader in any activities for the remainder of the school year.
5. Two probations, gross misconduct, an administrative U or any extreme violation of school rules or unacceptable conduct, on or off school property (as determined by the administration). Any such actions will result in the cheerleader being put on probation or immediate removal from the squad, determined by the administration, coaches and/or Standard's Committee.
6. Mid-term progress reports DO NOT apply to eligibility, but will assist in preventing any potential problems.

### **Athletics Eligibility:**

In the term preceding athletic participation, students must have obtained a minimum GPA of 2.0 and must not have received more than one F (Incompletes are considered F's until made up). All U's must be cleared prior to athletic participation. Determination of academic and citizenship eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility. The Standards Committee assists students interested in athletics that are ineligible because of citizenship issues. The Standards Committee will consist of an administrator, faculty representative, student, and a PTSA representative. An appeal concerning eligibility is to be presented in written form to an administrator stating reasons by both student and staff member involved. This appeal must be made within two weeks of grades being posted. District policy will be followed but may allow probationary students an opportunity for improvement. The committee will base their decisions in compliance with policy and the best interest of the student.

### **ELECTRONIC DEVICES/CELL PHONES**

Electronic devices have become an integral part of our everyday lives. While electronics have value in the educational environment, they can be distracting and used for illegal activity. These devices are authorized for educational purposes, before or after school, during passing periods and at lunch. Teachers retain the right to dictate how and to what degree electronics are utilized in their respective classrooms. Students are expected to know, understand and follow each teacher's expectations regarding electronic use. Inappropriate use of electronic devices will result in the following consequences:

- 1<sup>st</sup> offense Teacher will bring the phone to the office. Student will be allowed to pick up cell phone after school. Parent will be notified.
- 2<sup>nd</sup> offense A parent must meet with administration to pick up phone.
- 3<sup>rd</sup> offense A parent must meet with administration to pick up phone. Parent will be asked to keep the electronic item at home for a predetermined amount of time and/or terminate service.



### **EMERGENCY DRILLS/EVACUATION PLAN**

Emergency drills are conducted periodically to practice safe and efficient responses to multiple situations. Students should take each drill seriously and follow the instructions, guidelines, exit routes, etc. posted in classrooms or given by school administration and/or law enforcement. For fire drills, once the drill is completed, school administration and/or law enforcement will give permission for students to re-enter the building and/or resume regular activities.

All individuals in the school building are expected to immediately evacuate the building whenever the alarm goes off. Each classroom is to post an evacuation map near the doorway and students will be assisted by teachers in knowing the exit route from the classroom. Students and teachers will return to the building only when directed by an administrator blowing a whistle.

Every public school is required to annually update and publish an Emergency Evacuation Plan to address potentially dangerous situations. Emergency booklets and first aid backpacks are in each classroom as well as a posted plan of evacuation. Drills will be conducted according to district guidelines and in accordance with State Law.

### **EXTENDED OPPORTUNITY**

Every Tuesday morning from 8:10-8:35, CJH has Extended Opportunity. This time is designed for parent and student academic consultation with teachers and for students to re-take tests. Students are encouraged, but not required to attend, unless they are failing a core class and receive a mandatory notification to attend. Students that elect to come to school and not work with a teacher are expected to remain in the cafeteria or the “Blue” until the bell rings for 1<sup>st</sup> period.

### **FACULTY RESTROOMS/WORKROOMS**

Faculty restrooms and workrooms are off limits to students. Only those accompanied by their own teacher may be in the faculty work room.

### **FEES**

Fees are assigned by the Davis School District Board of Education. Students and parents are responsible to pay all applicable school fees and fines.

Fees are assessed three times during the school year:

1. District fees (August)
2. First semester class fees (September)
3. Second semester class fees (January)

All fees must be paid to avoid being sent to Bonneville Collections. Unpaid balances will be subject to an additional 33.33% fee.

<b>REQUIRED FEES:</b>					
Textbook Rental	\$31.00	Locker Fee	\$ 5.00	Lab Fees (7 <sup>th</sup> & 8 <sup>th</sup> & 9 <sup>th</sup> )	\$10.00
Computer Fee	\$15.00	Locker Change Fee	\$ 5.00	CTE Intro (7 <sup>th</sup> Grade)	\$12.00
Learning Mgmt System	\$ 4.50	Activity Fee	\$ 9.00	Student Planner	\$ 5.00

<b>OPTIONAL FEES:</b>					
Yearbook	\$24.00	Intramurals	\$ 3.00	Class Change Fee	\$10.00
Yearbook (after Nov. 1 <sup>st</sup> )	\$29.00	Instrument Rental	\$95.00	Variance Applications	\$ 5.00

<b>ATHLETIC FEES:</b>					
Volleyball (girls)	\$70.00	Basketball (girls and boys)	\$70.00	Transportation Fee	\$10.00
Track (girls and boys)	\$70.00	Wrestling (boys)	\$70.00		

Additional fees are located on the following link:

[https://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/domain/12/forms/Feeschedule\\_JrHi.pdf](https://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/domain/12/forms/Feeschedule_JrHi.pdf)

### **FEE WAIVERS**

If you are receiving AFDC or SSI payments, or if the student was placed in your home by the government as a foster child, the school must waive the fees (meaning that you will not be required to pay the fees).

**FEE WAIVER** – If you are experiencing a financial emergency caused by job loss, major illness, or other substantial loss of income, you may also be eligible for a waiver even though your student does not qualify for free lunch. The free and reduced lunch waiver program and the school fee waiver program are two separate and distinct programs. You may apply for school fee waivers by submitting the Standard Fee Waiver Application to the school office.

**FREE AND REDUCED LUNCH** - School meal applications for the free and reduced lunch program are only available on-line. Sign into your myDSD guardian account, click on tools and then apply for lunch assistance. You will be notified via e-mail when your application has been processed.

### **FUNDRAISING**

At the request of our school community, CJH does not allow solicitation for external fundraising. Individual department, teacher or student government fundraising is acceptable. All questions regarding fundraising need to be directed to the school administration.

### **GRADING**

Grades indicate student academic progress for a specified period and should be treated with great importance. Term grades, once finalized, are placed on the permanent record of each student. Midterm notices are not grades, but progress reports. Whenever questions arise on grades, students and parents are encouraged to contact the individual teacher. Teachers are strongly encouraged to make every effort to contact parents when concerns with a student's academic and/or citizenship grade occur. If a teacher anticipates giving a student an "F" term grade, parent notification is required (midterm progress reports count as notification). Parents are also encouraged to make every effort to monitor their student's education. Eligibility for extra-curricular activities is a student/parent/school concern. Whenever students are considering extra-curricular activities, it is advisable that parents become closely involved with their student's grades. Students have full responsibility for their behavior and academic progress. Make-up of a "U" is the responsibility of the student.

Cheating or the appearance of cheating will not be tolerated. Cheating may include, but is not limited to, using someone else's work as your own, incorrect scoring of papers, sharing completed schoolwork with another student, using electronic devices to obtain answers to a test and using books/notes on a test when not directed by the teacher. The consequences for cheating are left in the hands of the individual teachers, but may include severe academic and citizenship penalties such as a zero on the assignment or test and a "U" in citizenship.

### **HALL PASS**

Hall passes are only to be used one student at a time for emergencies at the teacher's discretion. Students are expected to use the hall pass in an efficient manner returning to class within 5 minutes. Students may receive school discipline for loitering in the halls, not returning to class within the 5-minute time frame or distracting other classes while in the hall. Hall pass privileges will be taken away if violations occur.

### **HARASSMENT**

Verbal or physical harassment of any kind is not permitted at CJH. Students and staff are expected to treat everyone in our school with dignity and respect. Students that believe they are the victim of bullying should report their concerns to a school administrator. School administrators will investigate harassment claims in accordance with school and district policy to ensure the harassment stops immediately.

### **HOME HOSPITAL**

If a student is going to be homebound or hospitalized for more than ten consecutive school days, the parents should contact the school to apply for Home/Hospital services. A physician's signature is required for the school to authorize Home/Hospital services.

### **HOMEWORK REQUESTS**

Homework requests will be facilitated after a student has missed three (3) consecutive days of school. Parents may pick-up homework in the office.

## HONOR ROLLS

**Honor rolls** are computed on a quarterly basis to identify those students who have met the following criteria:

<b>High Honor Roll</b>	<b>3.75 GPA or above</b>
<b>Honor Roll</b>	<b>3.45 to 3.74 GPA</b>
<b>Citizenship</b>	<b>“H” in 6 of 7 classes for 7<sup>th</sup> &amp; 8<sup>th</sup> grades</b>
<b>Citizenship</b>	<b>“H” in 5 of 7 classes for 9<sup>th</sup> grade</b>

## HONOR/AP CLASSES

CJH offers Honors and AP classes to highly motivated students. Parents and students are encouraged to give serious thought to the DSD Indicators of Student Success for Junior High Honors Classes located on our school’s web page before enrolling your student in honors classes. Class size is determined by the number of students requesting honors classes in the spring of the preceding year. **Parents and students are cautioned that enrollment in honors classes is a full semester commitment.** Enrollment changes either in or out of honors classes during the semester will only take place with the approval of an administrator.

## INTERNET GRADE CHECK (MY DSD)

Student grades, attendance, lunch account balances, bussing information, and more can be accessed on the myDSD link at [www.davis.k12.ut.us](http://www.davis.k12.ut.us).

## LATE START/NO SCHOOL

If conditions are hazardous or for any other emergency identified by the Superintendent, a “Late Opening” or “No School” announcement will be made through local media outlets. Parents will also be able to determine whether schools are closed by calling 801-402-5500, as well as by visiting the district webpage at [www.davis.k12.ut.us](http://www.davis.k12.ut.us). If it is necessary to start school late, the predetermined starting time for “Late Opening” will be 10:10 a.m.

## LOCKERS

Lockers will be posted in the MY DSD system on students’ new class schedules. 7<sup>th</sup> grade students will be assigned a full-sized locker and should pre-select a partner the same grade and gender. Students are not to change lockers or partners once they are assigned. Locker problems must be reported to the office between classes and after a teacher has been notified. A reported problem will be taken care of as soon as possible by the custodian. Deliberately jamming a locker to avoid doing the combination may result in possible loss of locker use and a fine. Combinations should always be kept confidential. Lockers should always be kept locked and valuables should be kept on your person or left at home. The school is not responsible for any loss/theft and strongly encourages you to protect your property.

All students are responsible for the lockers assigned to them. Students will be held responsible for any unnecessary damage, vandalism, etc., as well as writing on the lockers. Locker checks may take place. Be sure to keep the outside and inside clean and free from glue or tape. The school and the student maintain joint control and possession of student lockers. Students have no right or expectation of privacy in the locker insofar as a right or expectation of privacy pertains to the school. Students who move to another locker without permission may lose their locker use privileges.

## LOST AND FOUND

Lost and found items are to be turned into the office. Items will be displayed on a table in the BLUE during Extended Opportunity the first Tuesday of each month. Unclaimed items will be given to a charitable organization. Wherever possible, we encourage students to label their personal items.

## MAKE-UP WORK

**It is the responsibility of the student to check with the teacher concerning work missed by being absent.** Teachers are expected to allow a reasonable amount of time for students to accomplish assigned tasks that occurred during the student’s absence. In cases of a predetermined absence, students are expected to complete assigned tasks for full credit the day they return to school. Work assigned when the student was present is due on schedule (if student has returned) unless another arrangement has been made. When a student is out for family business, vacations, school activities, etc., it is the student’s responsibility to check with the teachers **before** the absence so that work can be turned in on time. Teachers provide academic incentives for students to utilize Extended Opportunity to address make-up work issues. Please follow the attendance policy on page 3 for any extended absences. Students should check with each teacher for work before a school sponsored activity or utilize Extended Opportunity to meet their needs.

### **MEDIA CENTER (LIBRARY)**

The Media Center will be open for student use 20 minutes before and after school, as well as during school hours. Students may go to the Media Center during their lunch **to study**. Most books can be checked out for a month and will become the responsibility of the student for all damages and losses. **Activity cards are required to check out books.**

### **MEDICATION**

A student who needs medication during the school day can bring the dose needed and take it at school. Parents who desire the school to dispense doctor prescribed medicine to their students should contact the office. Students who need assistance in administering their medication will need to complete a Health Care Plan through the District School Nurse. Please contact the main office and talk to a school secretary for more details.

### **NATIONAL JUNIOR HONOR SOCIETY**

NJHS is an organization that encourages scholarship, citizenship, character, leadership and service. Throughout the year, members participate in a variety of service-oriented activities. Any full-time student may qualify if he/she meets the following requirements:

1. Must be an 8<sup>th</sup> or 9<sup>th</sup> grader.
2. Must have a cumulative and current GPA of 3.85 or better.
3. Must have no "N"s or "U"s for the past three terms.

### **OFFICE / PHONES**

**Cashier window:** Open at 7:45 AM, at lunch and after school until 3:05 PM

**Front office:** for checking in/out of school and student/parent concerns

**Office phones:** available for student use

**Office hours:** 7:45 AM to 3:15 PM

### **PERSONAL BELONGINGS**

Please do not bring articles to school that will not be used for educational purposes. Toys, hats, laser pointers, LED key chains, etc. will be taken and kept in the office. Retrieval will be determined by the administration.

### **SCHOOL HOURS**

School hours are from 8:10 AM until 2:55 PM except on Fridays when school ends at 2:00 PM.

Hallways (A, B, and D halls) north of the double doors are off limits during extra-curricular activities. Students should not be in the building prior to 7:15 AM and should be out of the building by 3:15 PM unless under the direct supervision of a teacher. Parent cooperation is essential. Students who do not clear the building may receive consequences.

### **SNOW**

For safety reasons, we follow a simple rule in the winter months regarding snow. Please "leave it on the ground." Students that choose to throw snowballs can cause injury or damage to school/personal property and as such, may be disciplined by administration.

### **STUDENT RECORDS**

Student records may be examined by those authorized in keeping with the guidelines set forth by the Utah State Board of Education. It is the responsibility of parents to provide the school with the information necessary to have records forwarded to any new location. A student's birth certificate, current immunization record and proof of residency are necessary to register a student. Any disabilities or conditions, etc., need to be disclosed to an administrator.

### **TRANSPORTATION**

Students riding on buses must be on the bus within seven minutes from the dismissal bell. To eliminate safety hazards, parents must enter parking lot on **south end** of school and **pick up students on the south east part of parking lot until all buses have left.** Please be considerate of our neighbors, their yards, and driveways. Centerville Junior High has one crossing guard at the south crosswalk, but no crossing guard at the north crosswalk. **Do not jay walk or cross between traffic. The drive-through pick-up zone in front of the building is off limits to private vehicles from 2:50 - 3:10. The speed limit in the parking lot is 10 m.p.h.**

### **VISITORS**

All visitors must check into the main office for a visitor's pass. **No school-aged visitors allowed.**

## **NOTICE OF NON-DISCRIMINATION**

Davis School District and Centerville Junior High do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources

**ADA (Employment Issues) Coordinator**

Davis School District  
45 East State Street  
P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5315

Adam King, District 504 Coordinator

**504 (Student Issues) Coordinator**

Davis School District  
P.O. Box 588  
70 East 100 North  
Farmington, Utah 84025  
tel: (801) 402-5180

Bernardo Villar, Director of Equity

**Title IX Compliance Coordinator**

Race, Color, National Origin, Religion, or Gender in other than Athletic Programs  
Davis School District  
P.O. Box 588  
70 East 100 North  
Farmington, Utah 84025  
tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator

**Title IX Compliance Coordinator  
Gender Based Discrimination in Athletic Programming**

Davis School District  
P.O. Box 588  
20 North Main Street  
Farmington, Utah 84025  
tel: (801) 402-7850

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Coordinator**

P.O. Box 588  
20 North Main Street  
Farmington, Utah 84025  
tel: (801) 402-5307

TDD (hearing impaired): (801) 492-5358

## **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Centerville Junior High will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, Cheryl May or John Downing at 801-402-6100, their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

## **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Centerville Junior High to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student and Family Resources Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

## **WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sells, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms weapon, explosive, and noxious or flammable material include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

## **DRUGS/CONTROLLED SUBSTANCES**

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

## **SERIOUS VIOLATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

## **DISRUPTION OF SCHOOL OPERATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code;

possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

### **DUE PROCESS**

When a student is suspected of violating Centerville Junior High or District policy, the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline, the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

### **AUTHORITY TO SUSPEND OR EXPEL**

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the District's Case Management Team.

### **BULLYING/CYBER-BULLYING/HARASSMENT/HAZING**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical or verbal aggression, intimidation, discrimination or abusive conduct of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at [5S-100 Conduct and Discipline](#). Centerville Junior High's policy may be found at <https://www.davis.k12.ut.us/406> or a copy may be obtained in the school office.

### **SEARCH AND SEIZURE**

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and Centerville Junior High. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### **EXTRACURRICULAR ACTIVITIES**

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

### **COMPULSORY EDUCATION REQUIREMENT**

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their student's education records. These rights are:

- *Inspect and review* all of their student's education records maintained by the school within 45 days of a request for access.
- *Request* that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- *Provide consent* before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:
  - [a] school officials with legitimate educational interests;
  - [b] other schools to which a student is transferring;
  - [c] individuals who have obtained court orders or subpoenas;
  - [d] individuals who need to know in cases of health and safety emergencies;
  - [e] official in the juvenile justice system;
  - [f] a State agency or organization that is legally responsible for the care and protection of the student;
  - [g] specified officials for audit or evaluation purposes; or
  - [h] organizations conducting studies for or on behalf of the District.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Student Directory Information**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students.

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees, honors, and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want Centerville Junior High to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-800-872-5327



Informal inquires may be sent to FPCO via the following email address: FERPA@ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

### **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

*Consent* before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- [a] Political affiliations or beliefs;
- [b] Mental or psychological problems;
- [c] Sexual behavior, orientation or attitudes;
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] Critical appraisals of others with whom the student or family have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs; or
- [h] Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out* of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

*Inspect*, upon request and before administration or use of:

- [a] Protected information surveys designed to be administered to students; and
- [b] Instructional material used as part of the educational curriculum. Davis School District has policies in place to protect student privacy as required by both State and Federal law. Centerville Junior High will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-800-872-5327

Informal inquires may be sent to FPCO via the following email address: PPRA@ED.Gov.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

### **RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

### **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and Centerville Junior High shall reasonably accommodate\*\* a parent's or guardian's:

\* written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.

- \* written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. (*Student agrees to make up course work for school days missed for the scheduled absence*).
- \* written request to place a student in a specialized class, a specialized program, or an advanced course. (*In determining whether placement is reasonable, the District shall consider multiple academic data points*).
- \* request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- \* initial selection of a teacher or request for a change of teacher.
- \* request to visit and observe any class the student attends.
- \* request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

*Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student.*

\*\*Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.

### **UTAH MEAL CHARGES IN SCHOOLS: Davis School District-Farmington, Utah**

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's my.DSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student attending a secondary school that his account is in the negative. The cost of the unpaid meal will be charged to the student's account.

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all of their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.